

8: INCLEMENT WEATHER

- A.** During inclement weather county agencies may remain open or be closed by the County Administrator based on the severity of the conditions.
- B.** County employees will be responsible for monitoring local radio and TV stations, personal voice mail and/or the Employee Telephone Hotline (890-3301) for announcements concerning county agencies remaining open or closing due to inclement weather.
- C.** Employees who are unable to report to work or need to leave early due to inclement weather conditions may take annual leave to cover their absence.
- D.** When the Library is routinely open on weekends and weekday evening hours, the Director of Library Services shall, after consulting with the York County Sheriff's Office and the Chair of the Library Board of Trustees, make the decision to close the Library. If the decision is made to close the Library and send staff home, the Director of Library Services will confer with the County Administrator regarding employees being charged with annual or administrative leave.
- E.** When inclement weather denies all normal communications channels with the Chair or Vice Chair of the Library Board of Trustees, the Director of Library Services has the authority to close the Library.

Amended January 11, 2007